Take-Home Checklist

☐ Task 1: Inventory your library's computers and printers

 \square Please inventory your computers and printers using the following chart:

Public (P) or Staff (S)?	Quantity	Make (brand: Dell, HP, etc.)	Type (circle)	Model	Year Purchased (if known)
			PC/printer		

	Task 2: Checklist with questions for your I.T. Person									
	On our	public computers, is our BIOS password	Yes	No						
	0	Is the password in two safe, secure pla	ces?	Yes	No					
	0	Is one of those with the library director	r or staf	f?	Yes	No				
	How of									
	0	Public machines		-						
	0	Staff machines		_						
	How of	ten are scans performed?								
	0	Public machines		-						
	0	Staff machines		_						
	How ar	re windows updates performed?	Autor	matically		Manually				
	0	Public machines		-						
	0	Staff machines		_						
	Do any	of our computers require cleaning?	Yes	No						

